

<p style="text-align: center;"><b>ARIZONA</b> Department of Emergency and Military Affairs</p> <p style="text-align: center;"><b>POLICY LETTER</b></p>	<b>POLICY LETTER NO. 20.05</b>	
	<b>DATE 7 July 99</b>	<b>OPR DEMA/JP-P</b>
<b>SUBJECT: Departmental Smoking Policy</b>	<b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b>	

- 1 References -      ARS 36-601.02      AR 1-8  
                          DOD Dir. 1010.10  
                          AR 385-5 5      DODI 6015.18      AR 600-63  
                          AFI 40-102

## 2. Policy

It is the policy of the Department of Emergency & Military Affairs (DEMA) to establish one single policy which applies to all employees and locations of the Department. The purpose of the policy is to provide a smoke-free work environment which protects all employees from the effects of second-hand smoke without creating an undo burden on those who elect to smoke.

## 3. Administration

a. Smoking is prohibited in any building owned, leased, or operated by the Department. The Director Joint Programs and each Division Director is responsible to approve any outside designated smoking area in their respective areas in accordance with the above cited references. State or Federal funds will not be expended to create any new smoking areas.


b. Outdoor smoking areas will be designated for all buildings. These outdoor areas will be: (1) reasonably accessible to employees and, (2) offer some measures of protection from the elements. Designated areas or smoke-break areas shall only be outdoors and away from common points of entrance or exit into the workplace. This includes areas of ingress and/or egress into the workplace, such as around windows, and inlets for ventilation for the workplace. Outdoor smoking areas will be established at a distance that is reasonable to prevent environmental tobacco smoke from entering the workplace. Smoking is also permitted in outdoor areas where there is not a recognized safety hazard.

c. It is DOD policy as stated in the referenced regulations to prohibit smoking in vehicles owned, leased, or operated by DOD and its components. Therefore, to insure a uniform policy for the entire Department, it is also the policy of this Department to not allow smoking in federally owned, operated, or leased vehicles.

d. Complaints regarding non-compliance with this policy or the ineffectiveness of the measures used to establish a smoking area, will be addressed through the appropriate command/supervisory channels. Grievances concerning smoking shall be made using the established grievance procedures.

e. Information will be made available to employees concerning smoking cessation assistance. Current on-board employees, as of the date of this policy letter, will be allowed to attend one smoking cessation course free of charge, and on duty time, provided by the Department. Employees may attend other courses, but on their own time and at their own expense.

- f. Employees are encouraged to accept this policy with patience and understanding for those coworkers who will be affected the most and who will have to make adjustments in their lifestyle.
4. This policy is applicable to all areas in DEMA except those covered by an existing negotiated agreement which includes a smoking policy.

  
DAVID P. RATA CZAK  
Major General, AZ ARNG  
The Adjutant General